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## MEMORANDUM

**TO:** Child Care Subsidy Program Families and Providers

**FROM:** Office of Child and Family Services

**DATE:** June 4, 2020

**SUBJECT:** Child Care Subsidy Program Updates for Families and Providers

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The Office of Child and Family Services (OCFS), Child Care Subsidy Program (CCSP) enacted the DHHS Child Care Emergency Plan on Monday March 16, 2020 in response to Governor Mills signing the Maine State Civil Emergency Proclamation. Throughout this period there have been several policy changes instituted to support Maine's families and child care providers.

As of May 1, 2020, Maine began a staged approach to reopening the economy. In accordance with this plan, CCSP will begin returning to standard program rules. Below are planned changes to enacted to CCSP emergency policies:

### June 12, 2020

- CCSP will continue accepting applications with complete documentation for essential employees who are over income through June 12, 2020.

### July 3, 2020

- CCSP awards for essential employees over income will continue through July 3, 2020 at which time the awards will end.
- Waiving of parent fees for CCSP participants will remain through July 3, 2020. CCSP families' original parent fees on CCSP awards will then resume and weekly payments to their child care providers will be required.
- Billing for child absences will revert to standard practice per CCSP Rule on Child Absences, Section 1(61) and Section 7(A)(D).
- CCSP families with extended 12-weeks of job search continue through July 3, 2020.
- Parents who experience unemployment must report the job loss to CCSP to begin their official 12-weeks of job search per CCSP Rule Section 1(51) and Section 8(A)(1).
- CCSP families desiring to switch child care providers will be required to provide the two-week notice to their provider unless their provider continues to remain closed due to COVID-19-related circumstances.
- CCSP Child Care Providers with a CCSP Provider Agreement must have an active Quality Rating Improvement System (QRIS) certificate.

For more information or to apply for CCSP contact our office at 1-877-680-5866 or 207-624-7999 or [CCSP.DHHS@Maine.gov](mailto:CCSP.DHHS@Maine.gov)

OCFS encourages everyone to continue to reference guidance posted on the OCFS COVID-19 webpage: <https://www.maine.gov/dhhs/ocfs/COVID-19-response.shtml>